



Idaho Infant Toddler Coordinating Council
Executive Committee Meeting Minutes

Date: May 19, 2020 10:00 AM MST

Location:
Virtual meeting via WebEx
1-415-655-0003 #285 931 653
25222296

Present: Christy Cronheim, Mary Gauthier, Carrie Hull, Angela Lindig, Paula Mason

Excused: Sara Matthews, Emily Petersen

Staff: Mersiha Fullinwider, Program Specialist and Margaret Odedo, recorder

Task/Topic	Discussion	Action Item (defined by the need to vote)
Welcome and roll call of Committee members	Carrie Hull called the meeting to order at 10:17 a.m. and welcomed all members.	
Approval of Executive Committee minutes	Angela Lindig moved to accept the 04-21-2020 Executive Committee meeting minutes as corrected. Christy Cronheim seconded. Being no objection motion passed.	The 04-21-2020 Executive Committee meeting minutes were approved.
September ITCC Meeting	<p>The next Infant Toddler Coordinating Council (ITCC) meeting is scheduled for September 9 and 10, 2020. At the May 2020 ITCC Council meeting, members voted to amend the September meeting dates and add a second day to accommodate the annual Strategic Planning session.</p> <p>After discussion, Carrie asked that:</p> <ul style="list-style-type: none">• Mersiha Fullinwider send the Executive Committee the average cost of ITCC meetings, itemizing food, hotel, air, and per diem.	

	<ul style="list-style-type: none"> September meeting dates be added to the agenda for the June Executive Committee meeting. Consider polling all ITCC members at the end of June regarding their preferred meeting format (WebEx or face-to-face.) 	
Vice-Chair update	<p>Carrie Hull informed the Committee that no one has come forward as a candidate for ITCC Vice-Chair. There was discussion about broadening the search. Paula Mason of Idaho Educational Services for the Deaf and the Blind stated she would be willing to step into the position with a little training and coaching.</p> <p>Follow-up: Carrie Hull will email Paula the Vice-Chair's duties and responsibilities.</p> <p>Follow-up: Carrie Hull will add more information to the training manual for new ITCC members.</p> <p>Follow-up: Mersiha Fullinwider will compile a list of all ITCC members who have not been approached regarding serving as Vice-Chair and email it to the Executive Committee. Each Executive Committee member is to make selection(s) of ITCC member(s) who might be interested and email back to Mersiha. All information received will also be shared with Carrie Hull and Angela Lindig. Carrie then asked if all members are still participating in the ITCC meetings.</p> <p>Follow-Up: Mersiha Fullinwider will reach out to member(s) to determine if they are still interested in serving on the ITCC.</p>	
Strategic Plan Update	<ul style="list-style-type: none"> Letter to ISU - Carrie Hull stated that ISU is still making decisions regarding their educational processes for the fall. ISU suggested that, with the early childhood students in mind, ITCC create a package or handout describing virtual and face-to-face early intervention services. Follow-Up: Christy Cronheim will speak with Chad Cardwell regarding the possibility of creating a <i>YouTube</i> video featuring parents, veteran OT/PT contractors, and staff talking about what the transition to virtual services was like, the benefits of using the coaching model, learning processes for families and children, and staff perspectives. Public Awareness Task Force Update – Angela Lindig stated that the task force had a very productive meeting on 4/29/20 and is working on 	

	<p>creating a two-sided informational document. Christy Cronheim stated that she would like to add a link to a video of staff and ITP families discussing their experience transitioning to Virtual EI during COVID-19. It is yet to be determined how the document will be shared and with whom. Angela would like the Public Awareness Task Force to meet next on May 29, 2020.</p> <ul style="list-style-type: none"> • Development of Strategic Planning Agenda – After further discussion, this topic was tabled and moved to the agenda for the June 2020 Executive Committee meeting. 	
Closing and date of next meeting	<p>The next meeting is scheduled for June 16, 2020 from 10:00-11:30. Motion to adjourn the meeting was made by Christy Cronheim, and the motion was seconded by Mary Gauthier. Being no other business, the meeting adjourned at 11:25.</p>	<p>Motion to adjourn approved via voice vote.</p> <p>Christy Cronheim - Aye Mary Gauthier - Aye Angela Lindig - Aye Paula Mason - Aye Sara Matthews - Excused Emily Petersen - Excused</p>